

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
MINUTES
February 25, 2009
5:30 p.m.

PRESENT: Mr. Robert Butler, Chairman
Ms. Renee Arrington-Johnson, Vice Chairman
Ms. Michelle DeBeaussaert, Member

I. CALL TO ORDER:

Mr. Butler called the meeting to order at 5:35 p.m. Roll call: Mr. Butler, Chairman, Ms. Renee Arrington-Johnson, Vice Chairman, Ms. Michelle DeBeaussaert, Member. Also in attendance Ms. Lisa Murray, Personnel Director and Mr. Dan Bernard, Legal Counsel.

II. APPROVAL OF AGENDA:

Mr. Butler made a motion to approve the agenda as presented. Ms. DeBeaussaert seconded. The motion passed unanimously.

III. APPROVAL OF JANUARY 28, 2009 MEETING MINUTES:

Mr. Butler made a motion to approve the minutes as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.

IV. CORRESPONDENCE:

- A. Mr. Butler made a motion to approve the revised Office Aide examination. Ms. DeBeaussaert seconded. The motion passed unanimously.
- B. Mr. Butler made a motion to approve the revised Office Aide job description as presented. Ms. Arrington-Johnson seconded. The motion passed unanimously.
- C. Mr. Butler made a motion to approve the revised Office Aide job posting as presented. Ms. DeBeaussaert seconded. The motion passed unanimously.
- D. Discussion regarding the request from Water Superintendent for temporary appointment of Billing & Posting Clerk position. No action taken.

V. REPORTS:

- A. Personnel Director advised the Commission of the status of the Billing & Posting Clerk position.
- B. Personnel Director advised the Commission of memorandum to all Department Heads regarding personnel files.
- C. Personnel Director advised the Commission of memorandum to all Department Heads regarding employee performance evaluation seminar.
- D. Personnel Director advised the Commission of the Diversity in Hiring Committee recommendations.

VI. PUBLIC PARTICIPATION:

- A. Public participation was conducted.

VII. COMMISSIONER COMMENTS:

The next Civil Service Meeting was set for Thursday, March 19, 2009 at 5:30 p.m.

VIII. OLD BUSINESS:

Discussion regarding residency requirements.

IX. ADJOURNMENT:

Mr. Butler made a motion to adjourn at 6:35 p.m. Ms. Arrington-Johnson seconded. The motion passed unanimously.

Respectfully submitted,

Lisa M. Murray
Personnel Director
Employees Civil Service
Charter Township of Clinton